



Licensing Division
City of Bend
(541) 388-5580
licensing@bendoregon.gov
710 NW Wall Street, Bend OR 97703

This submittal form is to be completed as part of your application with the City of Bend. *Download this form before completing fillable fields*, then upload with your application through the Online Permit Center at www.bendoregon.gov/permitcenter.

STR FIRE SAFETY SELF-INSPECTION CHECKLIST AND ACKNOWLEDGEMENT

Follow these steps:

- ☐ Use this checklist as a guide to walk through your residence.
- ☐ Start by taking a walk around the exterior of your building, then the interior. Try to look as if you are seeing the residence for the first time.
- ☐ Look carefully for items which might pose a fire hazard – they may not be easily visible, such as underneath or behind furniture.
- ☐ Make note of any issues found and correct them – the sooner, the better.
- ☐ After the corrections are made, return the enclosed post card to the Fire Department within 30 days.

These items require a special inspection and/or testing, cleaning and maintenance performed by qualified personnel:

- ☐ Fire Extinguishers (Annual)
- ☐ Fire Alarm Systems (Annual)

If you have any questions or are unsure if an item is a fire hazard or not, please call (541) 322-6309. The Fire Department is always glad to help you with any questions or concerns.

Thank you in advance for being a partner in fire prevention. This allows us to concentrate inspection efforts on businesses that are at much greater risk – such as hotels/motels, schools and hospitals.

Outside

- ☐ **Is your address clearly posted?** In an emergency, seconds count. Can your address numbers (and suite numbers, if applicable) be seen clearly from the street? Numbers need to be at least 4 inches in height and contrast with their background. They also need to be visible day or night, consider reflective numbers or outside lighting.



Accommodation Information for People with Disabilities

To obtain this information in an alternate format such as Braille, large print, electronic formats, etc. please contact the Licensing Division at licensing@bendoregon.gov or (541) 388-5580; Relay Users Dial 7-1-1.

- ☐ **Are the fire lanes and hydrants clear and accessible?** Ensure that parked vehicles, garbage bins and stored items are not obstructing access to your property. Quick and unobstructed access is also required for fire hydrants, fire sprinkler control valves and fire department connections to sprinkler systems. Keep three feet of clearance around all fire hydrants and fire department appliances.
- ☐ **Are garbage and recycle bins located away from the building?** These need to be at least 5 feet away from combustible walls, roof overhangs, doors and windows. If the dumpster catches fire and it is too close to the building, the fire can easily spread to the inside of the structure.
- ☐ **Are exterior portions of exits clear and unobstructed?** An exit doesn't stop at the door – the exit corridor continues out to the public way. Check the outside portions of your exits to make sure they are not blocked or made impassable by storage or landscaping.

Inside

- ☐ **Are compressed gas cylinders (even the small ones for balloons or BBQ's) secured to keep them from falling over?** If a cylinder tips over and cracks, it can become a torpedo!
- ☐ **Are you using portable heaters?** Check your heater to ensure it is safe for indoor use – fueled appliances, such as kerosene, create carbon monoxide and can be deadly when used indoors. Also, check to see if your heater shuts off automatically when tipped over. If not, replace it with one that has a tip-over switch.
- ☐ **Are your electrical appliances and cords in good condition?** Check appliances and equipment to make sure they are in good working order with no discoloration or warm spots that may be a sign of overheating. Check electrical cords for any signs of wear or fraying. Replace damaged cords – electrical tape is not a substitute for insulation around wiring.
- ☐ **Are you keeping what's hot away from what's not?** Make sure anything that can burn is at least 36 inches away from any heat source, including furnaces, portable heaters, baseboard heaters, wall heaters and water heaters.
- ☐ **Do you have a portable fire extinguisher?** Fire extinguishers can be very effective when used properly on a small fire. The Bend Fire Department offers free fire extinguisher training, call (541) 322-6309 to schedule a class.
- ☐ **Is your electrical wiring covered?** Check your wall outlets, switches and junction boxes to ensure that switch and cover plates are in place. Keep the cover to your electrical panels closed, too. Missing or open covers are a common safety hazard and may lead to electrical shock and an increased risk of fire.
- ☐ **What are you storing, and where?** If you have flammable or combustible liquids on site, store them in original or approved containers and check to see that they are clearly labeled. If there are more than 10 gallons stored in the building, an approved storage cabinet may be required. Check your storage location – storage is prohibited under exit stairways and in exit aisles.
- ☐ **Are all exits clear, visible, unlocked and unobstructed?** Check hallways and corridors to make sure building occupants can get to the exit doors quickly, safely and free of any trip hazards or obstructions.



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- ☐ **Are equipment and appliances plugged directly into a wall outlet?** Extension cords, regardless of how “heavy-duty” they are, are still designed to be used on a temporary basis and may not be used in place of permanent wiring. If you need a longer cord, a surge protector that contains an internal circuit breaker may be used, provided it is not used to power large appliances or other equipment that draws a large electrical load. Always follow the manufacturer’s directions for powering equipment and appliances.
- ☐ **Is the area in front of the electrical panel clear?** There needs to be a clear space at least 30 inches wide and from the floor to 78 inches high in front of all electrical panels. Also, this is a good time to make sure all circuit breakers or fuses are clearly labeled in the event the power needs to be shut off to a certain area or appliance.

Acknowledgement

Owner Name: _____

STR Address: _____

By signing below, I attest that the owner name listed above at the noted physical address has completed a fire/safety self-inspection and all hazards noted during the self-inspection have been corrected.

_____ Name (Printed)	_____ Signature	_____ Date
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